

November 18, 2009

TO: ALL STATE AGENCIES, SCHOOL DISTRICTS, MUNICIPALITIES, VOLUNTEER
FIRE COMPANIES AND POLITICAL SUBDIVISIONS

FROM: ROXANN M. PARKER
STATE CONTRACT PROCUREMENT OFFICER II

SUBJECT: AWARD NOTICE - CONTRACT NO. 07-489-MM, OFFICE SUPPLIES

ADDENDUM #10

This addendum is issued to give users instructions for paying Office Depot invoices using Super Card.

In a recent memo from the Division of Finance, Accounting Department, effective 11/1/2009, all Office Depot orders should be paid via Super Card. All users with logins to access the Office Depot website have the ability to edit their profile to enter the appropriate Super Card. All Purchases will automatically be billed to the card, and all returns will automatically be posted to the card on which the original order was paid.

There are 2 ways to pay with your credit card:

1 - Hard code your card into your login profile so all orders directly go to credit card (instructions below)

Please follow the below steps to link your credit card to your profile: (PLEASE NOTE; THIS WILL ONLY WORK FOR ORDERS PLACED OVER THE INTERNET. IF YOU PHONE OR FAX YOUR ORDER, YOU WILL NEED TO GIVE YOUR CREDIT CARD AT THE TIME OF ORDER ENTRY)

- ☐ Login to BSD.officedepot.com using your login and password
- ☐ On the Top navigation bar, click "My Account", the right –most link on the red bar
- ☐ On the right side of the page, you will see the "My Profile" section: click on "my profile overview"
- ☐ Scroll down to the last section, "Payment Information" and click "view"

Contract #07-489-MM

Addendum #10

- ☐ After clicking view, a box will appear showing you are account billing, with a blue button that says "edit payment information". Click that button
- ☐ Under payment method, click the circle next to "credit card". A place for you to enter your credit card number and expiration date will appear. Fill in that information and click "update"

This will hard code your credit card in the system for all orders placed using the internet and your login. If you need to update your credit card information at any time, follow the same directions above.

2 - continue to receive invoices and pay them with your credit card via phone

When you receive your invoice, call #800-721-6592 and give them the invoice number and credit card number

If you have any questions on the above process, please email Susan Gillespie, Vertical Market Manager with Office Depot for the State of Delaware
Susan.gillespie@officedepot.com

All other terms and conditions remain the same.

07489AN10